

**IN THE THIRTEENTH JUDICIAL CIRCUIT  
HILLSBOROUGH COUNTY, FLORIDA**

**ADMINISTRATIVE ORDER S-2016-015  
(Supersedes Administrative Order S-2003-020)**

**CIVIL COURT REPORTING**

Florida Rule of Judicial Administration 2.535 defines the term *civil court reporter* as a court reporter who performs court reporting services in civil proceedings not required to be reported at public expense, and who meets the Florida Supreme Court's certification, training, and other qualifications for court reporting. Rule 2.535 also designates civil court reporters as officers of the court while acting as reporters in a judicial proceeding.

It is necessary for the proper and efficient administration of justice to update procedures for court reporting of all civil judicial proceedings.

By the power vested in the chief judge under article V, section 2(d), Florida Constitution; section 43.26, Florida Statutes; and Florida Rule of Judicial Administration 2.215(b)(2), it is therefore **ORDERED**:

**1. Civil Judicial Proceeding**

For purposes of this administrative order, the term *civil judicial proceeding* means a hearing or trial conducted before a judge, magistrate, or hearing officer concerning a matter pending in the Circuit Civil Division, the Family Law Division, or the County Civil Division.

**2. Notices of Hearing**

All notices of hearing for civil judicial proceedings will specify whether or not the party setting a matter for hearing will be securing the services of a court reporter.

**3. Party's Responsibility to Secure Court Reporter**

In a civil judicial proceeding in which a court reporter is requested, it is the responsibility of the party, or the party's attorney, to secure the services of a court reporter or court reporting firm prior to the proceeding. All costs associated with the court reporter's appearance will be the responsibility of the party or parties requesting the court reporter. This provision does not preclude the taxation of costs as authorized by law. *See Fla. R. Jud. Admin. 2.535(b).*

**4. Official Record**

There will only be one official record at a civil judicial proceeding taken by one court reporter. Attorneys must resolve any conflicts among themselves prior to the proceeding.


**5. Previous Administrative Order Superseded**

This administrative order supersedes Administrative Order S-2003-020 (*Court Reporting Procedures for Civil Proceedings*).

**6. Effective Date**

This administrative order is effective May 1, 2016.

It is ORDERED in Tampa, Hillsborough County, Florida on this 22<sup>nd</sup> day of April, 2016.

  
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Ronald N. Ficarrotta, Chief Judge

Original to: Pat Frank, Clerk of the Circuit Court

Copies to: All Circuit Civil Division Judges

All Family Law Division Judges, General Magistrates, and Hearing  
Officers

All County Civil Division Judges